



## YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 150-1	Subject: <b>YOUTH COMMUNITY PLACEMENTS</b>
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Applicable ACA Standards: 2-7114, 2-7123, 2-7120	Revision Date: 01-09-06, 11-23-07, 10-10-08, 02-17-10
Signature: /s/ Karen Duncan	Effective Date: 02-10-04
Signature: /s/ Steve Gibson	

### I. BUREAU DIRECTIVE:

The Youth Community Corrections (YCC) Bureau will encourage establishment of placement options to utilize placement resources that are funded by the Department of Corrections or through grants for the placement of youth. The YCC Bureau will follow a standardized payment process for provider reimbursement for youth and Youth in Need of Intervention placed in out-of-home placement and/or are receiving services to prevent an out-of-home placement. **No provider reimbursement will be authorized for any placement that does not comply with standardized payment procedures.** This procedure will be reviewed annually and updated as needed.

### II. DEFINITIONS:

**Automated Systems** - consists of Child and Adult Protective Services (CAPS) and Youth Management System (YMS).

**Adjudicated Delinquent Youth** - a youth who is adjudicated under formal proceedings under the Montana Youth Court Act as a youth who has committed an offense that, if committed by an adult, would constitute a criminal offense; or who has been placed on probation as a delinquent youth and who has violated any condition of probation.

**CAPS** - Child and Adult Protective Services, the online statewide management system maintained by DPHHS. For the purposes of this policy, CAPS will be referenced as the vehicle through which payments will be made for out-of-home placements and/or for services provided to the youth.

**DPHHS** - Department of Public Health and Human Services for the State of Montana.

**Juvenile Parole Officer** – a juvenile officer who is funded and supervised by the Montana Department of Corrections, Youth Services Division, Youth Community Corrections Bureau.

**Juvenile Probation Officer** - a juvenile officer who is funded and supervised by the Supreme Court's Office of the Court Administration.

**Payment Approval List (PAYA)** – a CAPS screen listing all payments awaiting approval by the worker.

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**Regional Administrative Officer (RAO)** – a technical officer who is funded and supervised by the Department of Corrections, Youth Services Division, Youth Community Corrections Bureau.

**Youth** - an individual aged 10 through 17 who has been court-ordered to the Department of Corrections for placement into a secure care facility.

**Youth in Need of Intervention** – a youth who is adjudicated as a youth and who: (a) commits an offense prohibited by law that if committed by an adult would not constitute a criminal offense, including but not limited to a youth who violates any Montana municipal or state law regarding alcoholic beverages or continues to exhibit behavior, including running away from home or habitual truancy, beyond the control of the youth’s parents, foster parents, physical custodian, or guardian despite the attempt of the youth’s parents, foster parents, physical custodian, or guardian to exert all reasonable efforts to mediate, resolve, or control the youth’s behavior; or (b) has committed any of the acts of a delinquent youth but whom the youth court, in its discretion, chooses to regard as a youth in need of intervention.

**Youth Placement Committee (YPC)** – a committee established in [41-5-121](#) through [41-5-125, MCA](#) assembled in each judicial district for the purpose of recommending an appropriate placement of a youth referred to the youth court or to the department and periodically reviewing out-of-home placements as required by law.

### **III. PROCEDURES:**

#### **A. General Information**

The Youth Services Division (YSD) will maintain an array of placement possibilities to serve the needs of youth supervised by the Department of Corrections. This array of placement possibilities may include the family home, department-operated group homes, contracted facilities or foster care, and independent living opportunities as appropriate to the needs of youth. YCC Bureau staff have the authority to remove youth from substitute home placements when deemed necessary.

#### **B. Parole Officer Process & Procedures**

##### **1. Referrals/Screening**

Referrals are accepted from a state youth correctional facility or parole officers. If a youth resides at the state youth correctional facility, the institutional counselor will initiate the referral and associated paperwork. If the youth is on parole status, the Juvenile Parole Officer (JPO) will initiate the referral and associated paperwork. The referral should be sent in ample time to allow for review by the placement being requested. The following information is required in a referral packet for placement at a Transition Center:

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- a. [Field Investigation Request \(see YCC 60-2\)](#)
  - b. Court Order
  - c. Birth Certificate
  - d. Social Security Card
  - e. Social History
  - f. Criminal Record
  - g. Institutional Face Sheet
  - h. Institutional Reports
  - i. Psychological/psychiatric evaluations
  - j. Chemical Dependency Evaluations
  - k. Medical Permission for Treatment Signed by Parents (if accepted for placement at the center)
  - l. Any other pertinent information
2. For contract facilities or homes, refer to specific requirements of the placement being requested.

**C. Case Management of Youth at Transition Centers**

1. Youth being placed from another community placement by a JPO to a transition center must agree to an intervention or have an on-site hearing. The agreement must include:
  - a. problems being addressed;
  - b. anticipated length of stay;
  - c. intervention conditions requiring progress for completion of the program; and
  - d. future placement options.
2. The JPO shall have involvement with YTC staff in developing the case plan/case progress reviews and be involved in monthly team meetings. The parole officer is encouraged to stop in and see the youth during their stay in the center when time permits.
3. Although shorter stays are desirable, maximum length of stay will be 90 days unless YCC Bureau Chief approval is obtained for a longer stay.
4. Upon approval for placement, the JPO will notify the parent/guardian in writing that their son/daughter will be placed into a transition center (see [60-1 \(G\) Sample Letter](#)).
5. Once the youth has been placed into a transition center, the JPO is responsible to open the youth on Medicaid and enter the placement into the automated systems.

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The Transition Centers Director will do courtesy supervision of youth placed at the center.

6. If the youth violates their parole agreement, the center will initiate an on-site hearing where appropriate. The transition center will submit a report of violation to the institution in these cases. Where the youth was in the community prior to being placed at the transition center, the JPO will also need to be responsible to assist the Transition Centers Director in writing the report to cover the time frame when the youth was in the community. If the youth is returned to a state youth correctional facility, the parole officer will close the placement at the transition center on the automated systems and notify the Office of Public Assistance to close Medicaid.

#### **D. Case Management of Youths in Other Out-of-home Placements**

Once the youth is placed in an out-of-home placement, the JPO is responsible to open Medicaid and enter the placement on the automated systems. The officer will maintain contact with the youth appropriate to the supervision level.

#### **E. Process for Payment of Placements and Services**

The Youth Placement budget is appropriated to provide financial support for any youth who is determined to be a Youth in Need of Intervention or an Adjudicated Delinquent youth and recommended for placement outside the home excluding youth detention. Referrals may evolve from either the Youth Court Probation or the YCC. The process for qualifying a youth for financial support is accomplished in the following two steps:

1. **STEP ONE - Referral of Youth on Probation Supervision to a Youth Placement Committee** (the Following information is intended to inform Department of Corrections staff, not to dictate to court employees)
  - a. Prior to the commitment of a youth to an out-of-home placement, a youth placement committee must be convened and chaired by a juvenile probation officer. The committee will collectively agree to a primary and alternative recommendation for placement. The committee will operate under the jurisdiction of [41-5-121, MCA](#) and [41-5-122, MCA](#).
  - b. A Youth Court order or other authorizing document must be received by the referring officer. (A shelter care or short-term group home placement of less than 45 days does not require a court order but does require other documentation authorizing the placement.)
2. **STEP TWO - Entering Out-of-home Placement Services into CAPS for Probation and Parole**

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- a. The documentation and entry of all services and placements of a referred youth shall be done in a timely manner by the referring officer. Timely entry on the CAPS system shall be construed as entry within 30 days of commencement of services. Changes of placement or closure of services shall be entered within five working days of the action. Technical assistance may be obtained by contacting a RAO.
- b. Upon entry of the service(s) and/or placement(s) associated with the out-of-home placement, the RAO, RAO Supervisor, or the YCC Bureau Chief will approve the entry on CAPS.
- c. During the first week of the following month of placement(s) and/or service(s) entered into the CAPS system, the referring officer will, in a timely manner not to exceed five working days, approve the service for payment via the PAYA screen in CAPS. Every month forward, the referring officer will approve the service for payment on the PAYA screen in CAPS until the close of the service. If at any time during this timeframe there is a question regarding the payment, technical assistance should be obtained by contacting a RAO.

#### IV. CLOSING:

Questions concerning this procedure shall be directed to the Youth Community Corrections Bureau Chief.

#### V. REFERENCES:

<u><a href="#">41-5-103(11), MCA</a></u>	<u><a href="#">Definitions</a></u>
<u><a href="#">41-5-1523, MCA</a></u>	<u><a href="#">Commitment to Department – Supervision</a></u>
<u><a href="#">41-5-2005, MCA</a></u>	<u><a href="#">Judicial districts participating in juvenile delinquency intervention program -- youth placement committee to submit recommendation to department -- acceptance or rejection of recommendation by department</a></u>
<u><a href="#">52-5-126, MCA</a></u>	<u><a href="#">Youth Parole Agreement</a></u>
<u><a href="#">52-5-127, MCA</a></u>	<u><a href="#">Control Over Youth Released Under Parole Agreement</a></u>
<u><a href="#">52-5-128, MCA</a></u>	<u><a href="#">Detention of Youth who Violates Parole Agreement</a></u>
<u><a href="#">52-5-129, MCA</a></u>	<u><a href="#">Hearing on Alleged Violation of Parole Agreement – Waiver of Hearing – Right to Appeal Outcome</a></u>
<u><a href="#">53-1-203, MCA</a></u>	<u><a href="#">Powers and Duties of Department of Corrections</a></u>
<u><a href="#">DOC 1.1.1</a></u>	<u><a href="#">Purpose, Mission and Management Philosophy</a></u>
<u><a href="#">YCC 1.1.1</a></u>	<u><a href="#">Purpose, Mission and Management Philosophy</a></u>

#### VI. ATTACHMENTS:

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None